



VOCA Victims Services Grant Program

FY 2020-2021

Overview of Guidelines and Application Procedures

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Agenda

- Introduction and Purpose of VOCA
- Funding Categories
- VOCA Eligibility and Program Requirements
- Application Guidelines and Forms, Due Dates
- Technical Assistance





I. Introduction and Purpose

- The primary purpose of the VOCA Victims Services Grant Program is to expand and enhance direct services to victims of crime.
- This can be accomplished by means including:
 - Continuation of current VOCA-supported projects
 - Expanding victim services projects
 - Developing and implementing new projects





Source of Funding

- This grant program is supported by federal Victims of Crime Act (VOCA) funds, through the Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC)
- Grants awarded under the Sexual and Intimate Partner Violence Funding Category are also supported, in part, by state General Funds





Grant Period

- Two year period:
July 1, 2019 - June 30, 2021
- Annual award amounts are contingent upon the availability of adequate funding, program performance, and compliance with grant requirements





I. Introduction and Purpose

- For the purpose of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime.
- This includes victims of federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.



Federal VOCA Rule

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that

- 1) Respond to the emotional, psychological, or physical needs of crime victims;
- 2) Assist victims to stabilize their lives after victimization;
- 3) Assist victims to understand and participate in the criminal justice system; OR
- 4) Restore a measure of security and safety for the victim.”





II. Funding Categories

1. Services for Victims of Crime

- This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process.
- Applicants in this category can request funds to support continuation of current VOCA-supported projects, to expand victim services projects, and/or to develop and implement new projects.





II. Funding Categories

1. Services for Victims of Crime

- Applicants in this category can apply for up to \$750,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$600,000 in federal VOCA funds and \$150,000 in matching funds.





II. Funding Categories

1. Services for Victims of Crime

Current recipients of a **VOCA New Initiative Grant** may apply in this category for continuation funding





Services to Victims of Crime

Funds can be used:

- To provide victims of crime with information and referrals.
- To provide victims of crime with personal advocacy and accompaniment services.
- To provide victims of crime with emotional support and safety services.
- To provide victims of crime with shelter and safe housing options.
- To provide victims of crime with criminal and civil justice system assistance.





Priority Areas

- Services and Treatment for Child and Youth Victims
- Services and Treatment for Victims of Trafficking
- Services and Resources Addressing Substance Abuse and Addiction Crisis
- Forensic Nurse Examiner (FNE) / Sexual Assault Nurse Examiner (SANE) Projects





Priority Areas (cont'd.)

- Transitional Housing/Rapid-Rehousing Services
- Community-Based Violence Services and Resources
- Local Community Coordination Efforts
- Culturally Relevant and Linguistically-Specific Services
- Services for Traditionally Underserved Populations





II. Funding Categories

2. One-Time Initiatives

- This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process.
- Applicants in this category can request funds to support one-time or time-limited purchases/expenses and/or to start a demonstration or pilot project.





II. Funding Categories

2. One-Time Initiatives

- Applicants in this category can apply for up to \$250,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$200,000 in federal VOCA funds and \$50,000 in matching funds.





Examples of One-Time Expenses and Projects

- Equipment Requisition
- Vehicle Requisition
- Facility Repairs/Modifications
- Demonstration or Pilot Project





II. Funding Categories

3. Sexual and Intimate Partner Violence Core Services

- This funding category is only open to current grant recipients of the Fiscal Year 2019 DCJS Sexual Assault and Domestic Violence Grant Program (SADVGP). Awards in this category will be made through a non-competitive process.





II. Funding Categories

3. Sexual and Intimate Partner Violence Core Services

- Current SADVGP grantees can apply for funding in one of six levels that correspond to the amount of grant funds each program currently receives.
- See the SADVGP Funding Table





Sexual and Intimate Partner Violence Services

- Grants awarded in this funding category as part of the VOCA Victims Services Grant Program will replace the current Sexual Assault and Domestic Violence Grant Program.





Sexual and Intimate Partner Violence Services

- This change is in an effort to minimize the number of grants awarded to one organization, minimize administrative burdens; provide more equity among similarly-sized programs





Sexual and Intimate Partner Violence Services

- The per-level amount is the maximum amount of base funding that can be requested by applicants in that level; however, applicants can request additional funding on top of the base amount.
- The base funding levels are intended to support core sexual and intimate partner violence services.





Sexual and Intimate Partner Violence Services

- Applicants have an opportunity to request at least the current (FY19) amounts that they are receiving in VOCA-supported grants. The base funding amounts can be supplemented by applying for additional funding in Funding Category 1 and/or Funding Category 2.





Competitive Process

- Applicants requesting funding in categories 1 and 2 will be evaluated through a competitive review process
- Sexual Assault and Intimate Partner Violence Core Services applicants will be evaluated through a non-competitive process (category 3 ONLY)





III. Eligibility, Requirements, and Due Dates

- See page 12 of the guidelines





Eligibility

- Must support local, regional, and statewide programs that provide direct services to victims of crime.
- Public and private non-profit entities, including state and local governments, and community-based organizations.
- Comply with federal rules regulating grants.





Who Should Apply

Current recipients of the **Sexual Assault and Domestic Violence Grant Program (SADVGP)** and the **VOCA New Initiative Victim Assistance Grant Program (VOCA NI)**:

You should apply under these guidelines for continuation funding. There will **not** be separate grant application guidelines for SADVGP or VOCA NI.





Sustainability

- Applicants should **carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.**
- Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.





CFR Guidance

- **What is the Code of Federal Regulations?**

The [Code of Federal Regulations \(CFR\) annual edition](#) is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.





SAM Registration

- System for Award Management (SAM) registration is not required to apply for grant funding
- If awarded, SAM registration will be required
- There is no charge to register for SAM



Requirements

- By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with topics/policies listed on page 14 of guidelines





Projected Maximum Total Awards (including Match)

1. Services for Victims of Crime:
\$750,000
2. One-Time Initiatives: \$250,000
3. Sexual and Intimate Partner
Violence Core Services:

See SADVGP Funding Table





Matching Funds

- Applicants applying for funding in the **Services for Victims of Crime** and/or the **One-Time Initiatives** categories are required to provide 20 percent cash and/or in-kind matching funds.
- **Sexual and Intimate Partner Violence Core Services** category are required to provide cash and/or in-kind matching funds, as outlined in the attached SADVGP Funding Table.





Cash and In-Kind Match

- Cash Match: match may be obtained from other state (non-DCJS), local, program income, or private sources. Cash cannot be derived from federal sources.





Cash and In-Kind Match

- In-Kind Match: non-cash donations of a good or service that can be given a value and is used in achieving your program objectives.





Match Waiver Option

- Applicants may request a waiver for a portion of the match or for the entire match.
- Match waiver requests will be reviewed by DCJS to determine if they will be submitted to OVC.





Budgeting Flexibility

- DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding.
- In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds.





Due Date

**Grant applications are due by
5:00pm on Monday, March 4, 2019**



**Virginia Department of
Criminal Justice Services**
www.dcjs.virginia.gov



Due Date

To submit your application, email:

- One (1) completed Excel Budget Workbook file, **AND**
- One (1) completed Annual Program Service Objectives file, **AND**
- One (1) PDF copy of the entire, complete, signed application to [**voca@dcjs.virginia.gov**](mailto:voca@dcjs.virginia.gov)





Reporting Requirements

- All grant recipients are required to complete and submit a Progress Report and a Financial Report by the 12th working day after the close of each quarter.
- The federal Office for Victims of Crime (OVC) requires all VOCA funded projects to report annual award and quarterly performance activities in the PMT online system.





Grant Review

- Grant application reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding.

Final grant award decisions will be made by the CJSB at its meeting on May 9, 2019.





IV. Application Guidelines and Forms

- See page 30 for list





A. Excel Budget Workbook & Budget Narratives

- Excel Workbook: consists of Cover Sheets and Itemized Budgets for each fiscal year (attachment #1)
- Budget Narratives: descriptions and justification for expenses listed in itemized budgets for each fiscal year (attachment #2)





Budget Categories

- Personnel
- Consultants
- Travel
- Equipment
- Supplies and Other Operating Expenses
- Indirect Costs

Non-supplantation statement will also need to be included at end of budget narrative.





Indirect Costs

- Are allowable as match when not requested
- In other words, if no (or not all) IDC are requested, then IDC can be used a match





B. Project Description

1. Summary Project Description, Goals, and Objectives

- 1 page + attachment #3

2. Organization Background, Mission, Experience, and Capability

- up to 3 pages + (new applicants) Capability statement, attachment #10, & IRS 501 (c)(3) status letter

3. Problem Statement/Needs Assessment

- up to 4 pages + (Category 1 applicants) list Priority Area(s)





4. Partnerships, Collaboration, and Coordination of and Linkages to Services

- 1 page + copies of Cooperative Agreements + (new applicants) at least 3 letters of support

5. Community Outreach

- (Category 1 or 2 applicants) up to 2 pages

6. Project Management and Staff

- 1 page + organizational chart and job descriptions of project staff

7. Performance Measures and Evaluation

- 1 page





C. Required forms and Attachments

For All Applicants

Attachments 1-6, #1 – Excel Workbook, #2 – Budget Narrative Template, #3 – Annual Program Service Objectives, #4 – General Grants Conditions and Assurances, #5 – Certifications & Requirements Form, #6 – Certification of Compliance with Regulations (Civil Rights)

Other documents:

Proposed or completed Cooperative Agreements, Organizational Chart, Project-funded or Match Staff Job Descriptions, Proof of SAM registration (if currently registered)





For Some Applicants

New Applicants

Attachment #10 – VOCA Initial Readiness Assessment

Other Documents:

IRS 501(c)(3) Status Letter, Three (3) Letters of Support

Applicants with Indirect Costs

Attachments 7 & 8, #7 – MTDC Worksheet and #8 – Certification of De Minimis Indirect Cost Rate (or copy of Indirect Cost Rate Agreement)

Vehicle Purchasing (Category 2 Applicants)

Attachment #9 – Grant Checklist for Vehicle Purchase and Use





Technical Assistance

Grant application questions should be emailed to:

VictimsServicesTA@dcjs.virginia.gov

You should receive a response by the close of the next business day.





Additional Technical Assistance

	Date & Time	Webinar Topic
#1	Thursday, January 24, 2019 3:00pm–4:30pm	Overview of the grant application guidelines and process
#2	Friday, January 25, 2019 10:00am–11:00am	Priority Area: Transitional Housing / Rapid Rehousing Services
#3	Friday, January 25, 2019 1:00pm–2:30pm	Overview of the grant application guidelines and process (repeat of session #1)
#4	Monday, February 4, 2019 11:00am–12:00pm	Grant application Q&A
#5	Tuesday, February 19, 2019 3:00pm–4:00pm	Grant application Q&A

